



## AGENDA ITEM

### Consent Agenda

**REPORT TO:** **Work Session (08/11/25)**

**REPORT TO:** **Voting Meeting (08/14/25)**

**ITEM NO:** 463/2025

**SUBJECT:** Approve the Hall County Employee Personnel Policies and Procedures Manual; authorizing the Chairman to approve all related documents subject to the review and approval of the County Attorney.

### Meetings:

**Work Session Date:** 08/11/25

**Voting Meeting Date:** 08/14/25

### Executive Summary:

**Presenter:** DLJ

**Recommendation:**

Department recommends approval of this agenda item.

#### Purpose of Request:

Purpose of this request is to seek approval of the Hall County Employee Personnel Policies and Procedures Manual.

#### History:

The County currently has an Employee Handbook which was last revised in September of 2019.

#### Facts and Issues:

The current handbook is being revised and entitled as the Hall County Employee Personnel Policies and Procedures Manual.

A review was conducted by Human Resources, Freeman Mathis & Gary Law Firm, and the County's Legal Department.

Some of the changes reflect a detailed table of contents; restructuring of content to create a more user friendly tool; incorporation of a glossary of terms; updated content based on legal and regulatory compliance; and updates to enhance clarity, efficiency, and employee experience.

#### Options:

<b>Funding Requested</b>	\$ 0.00
<b>Are funds within current budget?</b>	Yes
<b>Source of Funds</b>	

**Does the action involve a Resolution, Ordinance, Contract, Agreement, etc.?** No

**Has it been reviewed by the County Attorney?** Yes

**Is there a deadline for this item?**

**Approvals:**

Submit	Approve	Budget	Finance
LJ	LJ	JM	TS
Attorney	Administration	Clerk	
WLI	CR	JR	

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**Attachments:**

Personnel and Policy Procedures Manual



## **HALL COUNTY BOARD OF COMMISSIONERS FINANCIAL SUPPLEMENT REPORT**

### **AGENDA ITEM 463/2025**

**Funds Requested:** \$ 0.00

**Request Budgeted:** Yes

**Proposed Source of Funding:**

**Budget Transfer Requested:**

No

**Funding Source Items:**

**Budget Transfer Items:**

**Additional Information/Comments:**

Late agenda item due to additional discussion regarding Manual.

**Contact for Questions:** DLJ

**Phone:**

770-531-6712